

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: October 23, 2017

Closing Date: November 3, 2017

**Administrative Specialist I (Pay Grade 7)
Fraud and Consumer Protection Division
Medicaid Fraud Control Unit
New Castle County**

Job Responsibilities and Duties: This Administrative Specialist will provide support to Deputy Attorneys General, Special Investigators, and Auditors in the Fraud & Consumer Protection Division, Medicaid Fraud Control Unit, in New Castle County. Responsibilities include secretarial support and a broad range of other administrative duties including, but not limited to, electronically creating and maintaining case files, assisting with a large volume of office correspondence and legal documents, scheduling meetings both internally within the Unit and with outside stakeholders, arranging Unit travel, filing, and managing a moderate telephone volume.

Minimum Qualifications: Must be detail-oriented, well organized, and proficient in Microsoft Word office suite. Must possess excellent spelling, grammar, and proofreading skills.

Internal Delaware Department of Justice Applicants: Please submit an updated resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit a resume and the Delaware Department of Justice application (please see link):
<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail a resume and the Delaware Department of Justice application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, email the aforementioned documents to: DOJHR@state.de.us, or fax the aforementioned documents to 302-577-5866. EOE.